

Job description

Job details

Position

Personal Assistant

Job reference:

JL08/15/JH

Hours

4+ Hours per week worked Tuesdays and Thursdays 4.00 pm to 6.00 pm; some flexibility as hours may be varied according to the employer's needs with notice given.

Rate

£8.72 per hour

Area

Barton Seagrave, Kettering (NN15 Area)

About the employer

The employer is an independent gentleman living in his own home. He is a wheelchair user.

A personal assistant is sought to supplement his existing support, in particular for meal preparation on Tuesdays and Thursdays amongst other duties.

Main Duties

- Prepare and cook a hot evening meal.
- Washing up, tidying and clearing away in the kitchen afterwards, as necessary.
- Preparation of snacks and drinks during working hours, as requested.
- General house-keeping duties including sweeping floors, hoovering, cleaning and tidying away may be requested when time allows.
- Any other task which the employer may reasonably ask you to do which falls within the scope of the job as a Personal Assistant.

Additional employment information

The successful applicant will be friendly, able to give empathetic support, while respecting the employer's independence but also able to take instruction.

A competent cook able to prepare and serve wholesome hot meals to suit the employer's taste is an essential pre-requisite.

Must be flexible, trustworthy and active with a good sense of humour.

There is no personal care involved.

The employer has a well-behaved domestic cat.

Please note you will be directly employed by the person (or their representative) that you will be assisting. Northamptonshire County council is **not** the employer.